

Position Description

Position Title:	Accounts and Administration Officer
Position Aim:	Provide high level administrative and financial support to ensure the effective and efficient operation of CID.
Reports to:	Manager, Corporate Services
Direct Reports:	Nil
Key Relationships:	<u>Internal</u> – CEO, Senior Managers and Managers, Members and other staff. <u>External</u> – People with disability and families and supporters, suppliers, venues.
Award Placement:	Level 4 - Social, Community, Home Care and Disability Services (SCHADS) Award.
Position Status:	Full Time – 5 days per week.
Hours of Work:	Flexible between office hours 8am – 6pm
Position Location:	Surry Hills, Sydney
Conditions of Employment:	Salary packaging available. Employer superannuation contribution is the current Superannuation Guarantee rate. Appointment is contingent on a satisfactory Police Record Check and Working with Children Check.

About Council for Intellectual Disability (CID)

CID is a disability rights organisation led by people with intellectual disability. For 70 years CID has worked to ensure a community where all people with intellectual disability are valued.

Role Responsibilities

Office Management

- Responsible for maintenance of office facilities, equipment, supplies, and manage repairs.
- Maintain office access, inductions, asset registers, and workplace resources.
- Liaise with building management and service providers to efficiently address any issues with the office.
- Support the development and implementation of office procedures, workplace safety, and staff onboarding.

Administration

- Efficiently manage shared inboxes, correspondence, and subscriptions and develop systems and processes to ensure all are dealt with in a timely manner.
- Coordinate onboarding and induction activities with CID Managers.
- Maintain administrative records and propose and contribute to process improvement initiatives.
- Provide assistance to the CEO as required.
- Support CID staff with enquiries that relate to administrative processes and procedures and redirect enquiries as appropriate.

Accounts Payable and Receivable

- Responsible for processing accounts payable and accounts receivable transactions, accounts receivable payment reminders, and completing bank reconciliations where required.
- Prepare payment batches in MYOB and issue remittances.
- Promptly respond to billing enquiries and manage vendor documentation.
- Maintain accurate financial records and support compliance requirements.

Membership Services

- Process new membership applications and renewals in compliance with Constitution and Board processes.
- Maintain and update the CRM database.
- Provide administrative support to Manager Corporate Services in AGM processes to ensure compliance with Constitution.
- Manage online attendance at AGM.
- Responsible for the coordination of Board and Governance meeting catering and accommodation.

General Duties

- Provide administrative and project support to the Corporate Services Manager and Senior Manager Corporate Services.
- Answers telephone enquiries from the public as part of a shared organisation-wide phone service. Provide information or direct call as appropriate.
- Contribute to continuous improvement of processes, procedures and documentation and maintain procedure documentation.
- Undertake other duties as required within the scope of the role.

Essential Selection Criteria – Skills & Experience

- Commitment to the human rights of people with disability and the principles of participation and inclusion.
- Demonstrated organisational, administrative and time management skills with strong attention to detail while meeting deadlines and managing competing demands.
- Experience in accurately undertaking data entry and financial transaction processing.
- Strong and effective written and verbal communication skills with the ability to communicate confidently and build positive relationships.
- Proven ability to work independently with minimal supervision and demonstrate initiative,
- Experience in working effectively as part of a team.
- Demonstrated ability to follow procedures and contribute to the creation, improvement and documentation of administrative systems and processes.

- Excellent problem-solving skills with a proactive approach to identifying and implementing improvements.
- Sound computer skills including Microsoft Suite and records management systems.
- Commitment to CID's Ethical Framework

First Nations people and people with disability or people with a lived experience of mental health issues are strongly encouraged to apply.

Signed by CID Representative	Signed by Employee
Signature:	Signature:
Date:	Date: